

ted to the Riley County Planning and Development Department on a 24x36 mylar sheet and a hearing is scheduled with the Planning Board for the next available meeting.

At the meeting, the Planning Board reviews the Final Plat. If the Board denies the Final Plat, no further action is taken. If the Board approves the Final Plat, they sign the plat and the request is scheduled with the BOCC.

At the meeting, the BOCC reviews the Final Plat and votes to accept or not accept any public dedications such as streets, road rights-of-way, etc.

3. All signature blocks on the Plat must be completed. The name(s) of the CURRENT owner(s) of the property must be on the plat in order to be filed with the Register of Deeds.

The plat must be filed by the Applicant within two (2) years from the date of BOCC approval or the plat becomes null and void. However, if the property was approved for rezoning in the same action, the property will remain rezoned.

4. In order to file the plat, the taxes on the property being platted must be paid up-to-date. The Register of Deeds requires a copy of a paid tax receipt for all property involved in the platting (usually obtained from the Treasurer's office) and a \$20.00 filing fee to file the plat.
5. After the plat is filed, the petitioner may sell lots or begin construction. A building permit must be obtained before any construction may occur.



## Planning & Development Application:

- 4 lots or less \$350.00
- 5 lots or more \$450.00
- Replat is \$200.00



For More Information Contact:

## Planning & Development

110 Courthouse Plaza  
Manhattan, KS 66502

Phone: 785-537-6332

Fax: 785-537-6331

<http://www.rileycountyks.gov>

## *Riley County*



# Guide to Subdividing Property



**Subdivision** is the dividing of any land into two or more lots or tracts.

**Preliminary Plat** The subdivider shall submit an application, on forms provided by the Planning & Development Department, for the review, and approval, of a Preliminary Plat. The Planning & Development Department may administratively provide for submission deadlines for materials required in support of such application. Included with such application materials shall be three (3) 24x36 paper copies and one (1) 11x17 paper copy of the preliminary plat.

**Final Plat** is the second phase of a standard plat. Following approval of the Preliminary Plan, the Final Plat is submitted to the Planning Board. The Final Plat shall conform substantially to the Preliminary Plat as approved.

#### **Concurrent Plat**

Whenever a subdivision will consist of five (5) or fewer lots, the subdivider may submit an application for the concurrent approval of a Preliminary and Final Plat. Such application shall be on forms provided by the Planning & Development Department. The application shall contain all the documents required for both Preliminary Plats and Final Plats and shall be reviewed, simultaneously, in the same manner required for Preliminary and Final Plats.

#### **APPROXIMATE COSTS INVOLVED IN SUBDIVIDING LAND**

- Surveying fees for surveying and drawing up a plat (varies)
- Environmental Health application for plat approval (\$50.00 + \$10.00 per lot)
- Profile/Percolation test (\$150/\$300)

- Planning & Development application—(see back of brochure)
- Register of Deeds filing fee—\$20.00
- Fee for plat review (varies, cannot be same firm that drew up the plat)

#### **STEPS INVOLVED IN SUBDIVIDING**

1. Contact the Riley County Planning & Development Department.
2. Contact a firm to have the property surveyed and a plat drawn up.
3. The following shall be submitted to the Riley County Planning and Development department by the deadline:
  - Petition for Public Hearing application;
  - application fee;
  - legal description for the property;
  - plat map; and
  - certificate of title.
4. Twenty days prior to the Planning Board meeting, a Notice of Public Hearing will be published in the Manhattan Mercury. All persons owning property within a 1,000' radius will be notified of the request 20 days prior to the public hearing. They may attend the public hearing and/or submit written comments.

#### **Preparing for the Public Hearing**

1. Unless otherwise specified, the Riley County Planning Board meets the second Monday of each month at 7:30 p.m. in the Commission Meeting Room, Riley County Office Building.

The Manhattan Urban Area Planning Board meets the first Monday of each month at 7:00 p.m. in the Commission Meeting Room, City Hall. The Planning and Development Office will determine which Planning Board will consider the petitioner's request.

2. **Preliminary Platting ONLY—** Upon application, the petitioner must submit three 24x36 paper copies of the preliminary plat to the Planning and Development Department.
3. Approximately one week before the meeting, the petitioner will be notified of the date, time and place of the Planning Board meeting. The notice is accompanied by a staff evaluation of the request. The petitioner or a representative must be present at the public hearing. The Township Trustee for the township involved in the request is also notified.

#### **At the Public Hearing**

1. At the Planning Board meeting, the Chairman opens the public hearing. A staff member of the Planning and Development presents the staff report to the Planning Board. The petitioner is then called forward to explain the request. The public is then given a chance to speak for or against the request.

If no one wants to speak, the public hearing is closed and the Planning Board reviews the **Preliminary Plat**. Suggestions, recommendations or modifications are usually made at this time.

If the Planning Board denies the plat, no further action is taken. If the Planning Board approves the Plat, authorization is given to prepare the Final Plat.

If the Preliminary Plat includes rezoning, the request is scheduled at least fourteen (14) days from the date of the Planning Board meeting.

2. The **Final Plat**, together with all the recommended modifications, is submit-